



PARKS, RECREATION, AND CULTURE REGULAR MEETING

October 3, 2023 - 6:00 PM
Community Recreation Center, 250 N. 11th Street Windsor, CO
80550

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration
3. Liaison Reports
 - Town Board Liaison
 - Weld RE-4 School District
4. Public Invited to be Heard

B. CONSENT CALENDAR

1. Minutes (August 1, 2023)

C. BOARD REVIEW/DISCUSSION

1. Potential Acquisition Items
2. 2024 Budget Review
3. Park Ordinance Update

D. COMMUNICATIONS

1. Staff
2. Board

E. ADJOURN

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



Parks Recreation & Culture Regular Meeting

August 2, 2023 - 6:00 PM
Community Recreation Center
250 N. 11th Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

MS. PELTZ CALLED THE MEETING TO ORDER AT 6:06 PM

1. Roll Call

Present: Lainie Peltz – Board Chair
Vanessa Bouchard
Heidi Hammer
Patrick Lightfoot
Nick Mask
Michael Nagl(absent)

Patrick Miller – Weld Re-4 Liaison
Ken Bennett – Town Board Liaison

Also Present: Tara Fotsch – Deputy Director PRC
Kendra Martin – Operations & Facilities Manager
Wade Willis – Open Space & Trails Manager
Bobby Warner – Recreation Manager
Ken Kawamura – Town Forester
Kristy Zulkoski – Administrative Specialist

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

- Addition of June 6, 2023 Minutes/Cancellation under Consent Calendar B.1.
- Amend C. Board Review/Discussion to Board Action

Mr. MASK MOVED TO APPROVE THE AGENDA AS AMENDED. MS. HAMMER SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

Town Board Liaison/Mr. Bennett

- Building growth is at 24% of what we anticipated in terms of single-family homes, again it's too early to know if that's a trend or just the numbers for this year for whatever reasons, that can have good and bad implications for the future
- Roadway improvements have been busy this summer, in the middle of our annual maintenance for scheduled overlays/painting and level of service all around town, uses a grading system on each of our streets, never let get down to a D grade

- Big project on SH Hwy 257 is really good, but causing some pain of course, has been on the CDOT list for five years and they're coming right up to the deadline, last report is there's 65% completed and have heard that they're 20-30 days out, but could definitely change, businesses in that area are really struggling, people don't know how to get to them, our economic development staff have been putting out "we're open" signs and letting people know how to get around to them
- 7th Street project from Main to Eastman Park, been working on it for years of design, a multi-modal plan with bike paths and improved transportation including a couple roundabouts, in different stages of planning with design, survey on Project Connect asking for community input
- Windsor is one of the 17 partners in the North Front Range Regional Transportation Metro Organization - five year project on I-25 over the last 4 and a half years with concrete tunnels and crash zones, still say completion in mid-December with some minor cosmetics to do yet, 3-4 months ahead of schedule and on budget
- Illinois glass company who manufactures beer bottles is doing a \$90 million upgrade to their plant here in Windsor which will make a significant reduction in their carbon output, we rebate for the personal property tax which is about \$846,000, but overtime we'll take in another million dollars
- Microvast Energy - new business that is bringing in 50 new jobs averaging \$85,000.00 a year, make the containers that will ship lithium ion batteries
- Ground breaking for police station at the north campus is scheduled for Friday, August 11th at 10:00 AM
 - Ms. Peltz inquired about what will happen with current police station
 - Discussion about a moving a couple of departments from Town Hall such as Engineering, parking available so developers/contractors can come in, sit down and work with them when needed

Weld RE-4 School District/Mr. Miller

- Peak View and Raindance elementary school construction is vertical now, both sites have caught up with each other as far as construction, still planning to have Peak View pretty much done by May 2024, Raindance will be pushing probably early September 2024 despite the many weather delays over the past few months, two provisional calendars for the 2024-2025 school year, based on the completion date for Raindance, hopefully in the next 3-6 months, we'll know which calendar will go with
- Ground-breaking for new middle school sometime in September or November, dirt will start being turned this month
- Severance CTE Center plans have changed a bit, was going to be built across the street from the school, but with some redesign, it will be closely attached to the school which will provide added safety

- and be more cost effective using same utilities
- Budget for 2023-2024 passed in June, included an average increase for all of our certified teachers of about 10-11%, starting salaries for teachers now are at \$48,500, classified staff received 7-9%, administrative staff received 5-7%, really exciting that we were able to do that this year due in part because of the mill levy passing, thank you again to our voters and community support, our teachers/staff are very appreciative
- Over the summer, the administrative team has been working on some curriculum updates with reading, approved a new reading curriculum in the middle schools which is similar to what's used in the elementary schools, good way to keep us aligned kindergarten through 8th grade, also continuing to work on standardizing some of the curriculum especially in the secondary level so that all teaching is based on the same standards and teaching the same material, Michelle Scallon/Superintendent is a big proponent of now we've done the hard work on the bond, now let's focus on the academics which will be a big focus for the administrative team this year
- School starts on August 16th, new hire orientation starting this Thursday
- Four Board of Education seats will be open for election this year one will be a 2-year term and the rest are 4-year terms, can pick up packets on August 9th, for anyone interested in running, have to get 50 signatures from voters within the district, must be turned in by September 1st

4. Public Invited to be Heard
No Report

B. CONSENT CALENDAR

1. Minutes from May 2, 2023 and June 6, 2023

MR. MASK MOVED TO APPROVE THE MAY 2, 2023 AND THE JUNE 6, 2023, MINUTES AS PRESENTED. MS. HAMMER SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD ACTION

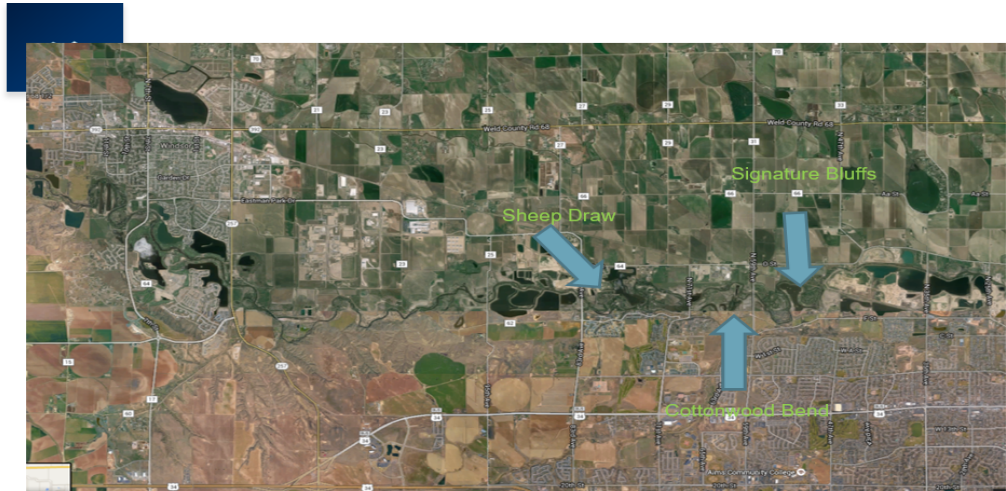
1. Signature Bluffs Natural Area Conservation Easement Amendment/Mr. Willis

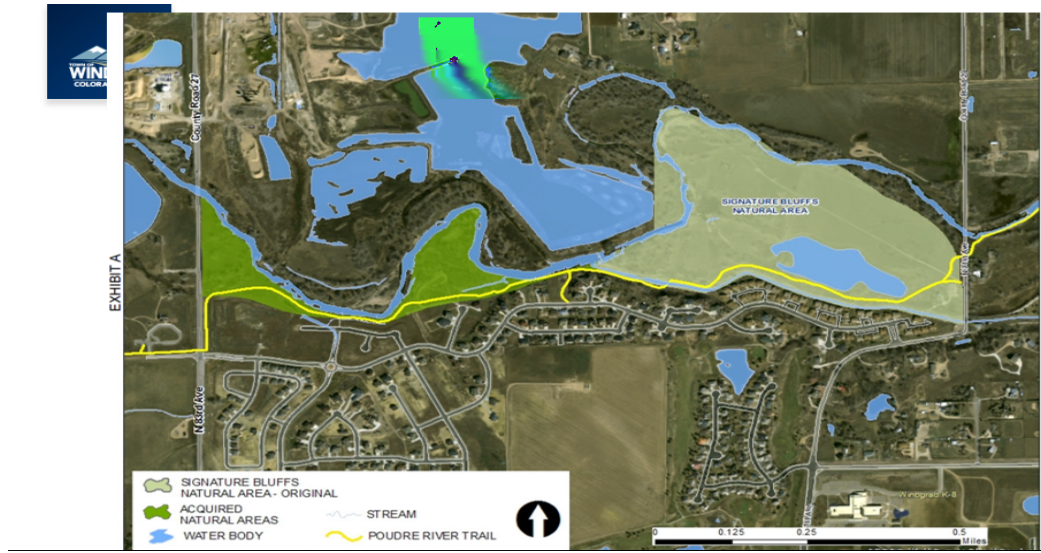
- Conservation easements are an effective way to preserve land and open space for future generations without outright purchase of land, might preserve working farms, natural resources, cultural or historical sites or lands with valuable attributes
- Cannot hold your own conservation easement, you have to have a second party involved
- Funding from Great Outdoor Colorado requires that building will not happen in spaces that have been purchased for preservation and money for those spaces are for those conservation values which will be held in perpetuity,

also requires certification to hold conservation easements because they have to know that the infrastructure is in place and conservation values are understood

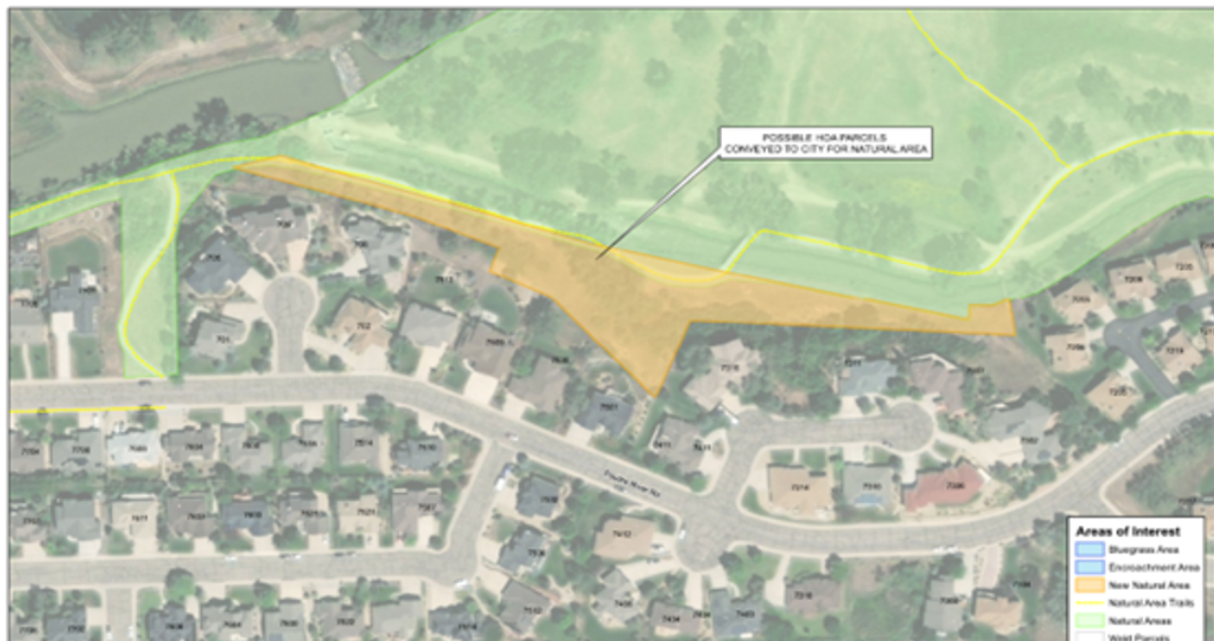
- Very important in regards to the new funding that was approved by voters in November, need to have ways that the money can be deployed, don't always have to just acquire those properties, but can acquire conservation easements or pay for easements that another party holds it
- We accepted several conservation easements in partnership with Larimer County
- Presentation to Town Board later this month on the Town's acquisition standards and updates to the conservation easement standards, these documents have existed since 2013 and we are now certified to hold conservation easements, however, when all these properties from Greeley were dedicated to us, we were not certified, had to partner with an organization that was certified which was Larimer County, we are the lead organization but they basically have our backs and had the legal counsel to lead the effort on the revision of the easement

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- IGA for Co-Management of GOCO Funded Conservation Easement
 - Resolution 2016-60 / 8-22-2016
 - Town Board adopts Resolution to hold conservation Easements as part of initiative / 6-10-2013
 - Town Board adopts the Sheep Draw conservation easement by Resolution / 2-10-2014
 - Town Board adopts the Cottonwood Bend conservation easement by Resolution / 6-27-2016
- Signature Bluffs Natural Area (City of Greeley) Conservation Easement Amendment
 - The purpose of the proposed amendment is to address a violation of the conservation easement and provide a positive benefit to the Conservation Values of the natural area property by incorporating the following items:
 - The inclusion of an additional 1.86 acres, to be acquired by the City of Greeley, to be encumbered by the conservation easement
 - Requirement for Grantor to develop a “Landscape Plan”, to be approved by Grantees (Town of Windsor and Larimer County), that outlines management practices within the “Landscape Area” and “Encroachment Area”
 - Strict prohibition on the expansion of the “Landscape Area” and “Encroachment Area”
 - In addition to the approval by the Town of Windsor and Larimer County, the amendment will require approval by Great Outdoors Colorado



MR. LIGHTFOOT MOVED TO APPROVE THE CONSERVATION EASEMENT AMENDMENT THAT WAS PRESENTED. MS. BOUCHARD SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE.

D. COMMUNICATIONS

1. Staff

- Ms. Martin
 - Have been dealing with electricity issues at CRC, a lot of water in a nearby area caused a power outage and blew one of the large breakers, was able to have it remanufactured and put in, out for about a week while able to use the generator for most of the building, but not pool area, so took advantage of the time and did all pool maintenance during that week and therefore will not shut down pool during shut down week
 - Front entrance and side/employee entrances will not be accessible due to demo and replacement of concrete with snow-melt system, patrons will be able to use alternate entrance for pool access
 - Annual Shut Down Week August 21st-26th – lots of different contractors taking care of floors, carpet, windows, paint, cameras, etc.
- Mr. Willis
 - Eastman Park is out to bid, trying to draw in as many general contractors as we can as they all seem to be very busy
 - Working on drainage improvements, Poudre Trail down from Raindance was closed last week while drainpipes and improvements were installed
 - Performed some damage control to an area right behind the Recreation Center that has been washed out a bit due to all of the rain, received calls from homeowner, contractor lined up to come fix
 - Volunteer project with the Otter Box, supposed to build a new single-track trail at Coyote, but four inches of rain prevented the work from happening, presented opportunity to put in actual water bars at Coyote Gulch and replace all the mulch and compact it
 - Big element to the I-25 project is the Poudre Trail crossing underneath, part of the grant that was received for from Great Outdoors Colorado to complete the trail also includes a storytelling effort, trying to figure out what that looks like and how to identify and create consistencies throughout the system, so that people feel comfortable, are excited about using the trail and being on it and have the best user experience, Fort Collins cannot build their portion of the trail until I-25 project is complete and floodways are determined
- Mr. Kawamura
 - Tree Board held their Sick Tree Day event in lieu of June meeting, Board members, along industry professionals visited fifty households to diagnose issues/problems with homeowner's trees, most in newer developments built within 2-5 years or so, most issues were due to transplant shock or a lot of heat related or weather related events, July's meeting was replaced with Main Park Tree Walk which happened to be the night of concert at Boardwalk celebrating Parks & Rec Month, so we had a lot of competition with attendance, but ended up being a really fun evening and got finished before the rainstorm
 - Busy with weed control after the amount of rain and then heat
 - Sign, sidewalk, and street clearances have been a focus due to a tremendous amount of growth that is causing break down, receiving complaints that people can't walk on certain sidewalks or can't see in certain traffic areas, in turn, probably more than doubled what typically is done this time of the year with sending out notices to homeowners telling them they have to cut their trees and make plans for pedestrian street

- access
- Mr. Warner
 - Three more concerts scheduled, celebrated Parks and Rec Month at the last concert, cut short due to the storm that came in
 - Movies in the Park and Yappy Hour continuing through August
 - Athletics is transitioning from summer to fall sports
 - Activity Guide has been released and winter registration starts tomorrow at 6:00 AM
 - Windsor Arts Commission held another Art Live event at the concert, despite the rain, was able to finish under the Farmer's Market shelter
- Ms. Fotsch
 - Harvest Festival Parade will be rerouted this year, instead of going down 7th street from Walnut, it will go to 3rd street and then down Main Street, will end at the district office, a press release will be coming with more information
 - September meeting cancelled due to Harvest Festival/Labor Day weekend
 - Will present Operations Budget in October
 - Halfway Homestead contractor bid got one which came in about \$500,000 over budget, determining other purchases rather than adding on 30-40%
 - Finally putting in irrigation at Harmony Ridge Park, have until end of August and wanting extension
 - CAPRA visitors came first week of June, held final wrap up meeting, had four items missing, re-submitted the following day, just received official letter and received 100%, will attend NRPA Conference in Dallas in October where there will be one final hearing with Accreditation Board, award presentation at the Best of the Best Ceremony

2. Board

- Ms. Peltz
 - Thank you for all the things that PRC and the Town are doing, wonderful to see through the communication/social media
- Michael Nagl
 - Email concerning attendance, but would still like to remain on the Board

E. ADJOURN

MS. HAMMER MOVED TO ADJOURN. MR. LIGHTFOOT SECONDED THE MOTION. MEETING WAS ADJOURNED AT 6:53 PM

Name/Board Chair

Date



Town of Windsor
Department of Parks, Recreation, and Culture
Culture Division
116 5th Street, Windsor, Colorado 80550

Potential Acquisition Form

The following object(s) are presented for acquisition into the Town of Windsor Museums' Permanent Collection. By approving the acquisition, The Town of Windsor understands the ethical duties and responsibilities that come with holding the Museum's collection in the public trust.

Potential Acquisition No.

2023-005

Description and Provenance of Object (s):

(10) posters with a total of approximately 250 individual photographs associated with the Assembly of God church. Photographs include construction of the church in 1940, first church service, first funeral, members, baptisms, vacation bible school, missionary families, etc. Photograph collection ranges from 1939-1985. Collection was found in the basement of the church in the 1990s by Jack and Doris Darnall.

Source: ☒ Donation ☐ Staff Acquired ☐ Transfer / Exchange ☐ Purchase

Criteria for Acceptance:

☒ Aligns with Museum's Mission and collections objectives

☒ Good physical condition

☒ Proper care can be given, i.e. conservation, preservation, storage, exhibition

☒ Fills a gap in the collection

☒ Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 08-28-2023

Image of Object(s)



Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____

Town Board

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____



Town of Windsor
Department of Parks, Recreation, and Culture
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Potential Acquisition No.

2023-006

Description and Provenance of Object (s):

Collection of over seventy-five objects, photographs, and clothing associated with the E.P. Hickman and Carlson families. In 1909, E.P. Hickman purchased a share of the First National Bank in Windsor, served on the Bank board (1909-1946), worked as a cashier at the bank, and served on the school board (1916-1919). Some objects in the collection include:

Photographs	Dresser set	Purse
(2) wedding dresses	Handkerchief	Robe
(2) Apron	(3) Hat	Cup and saucer
(3) Bonnet, baby	(4) Jacket	shirt, baby
Bunting, baby	Muff	Sweater, baby
Christening dress	(3) Outfit, baby	Vase
Doll clothing	(2) Plate, decorative	Vest
(8) Dress, baby	Poem	

Source: ☒ Donation ☐ Staff Acquired ☐ Transfer / Exchange ☐ Purchase

Criteria for Acceptance:

☒ Aligns with Museum's Mission and collections objectives

☒ Good physical condition

☒ Proper care can be given, i.e. conservation, preservation, storage, exhibition

☒ Fills a gap in the collection

☒ Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 08-28-2023

Image of Object(s)



Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____

Town Board

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Date: _____

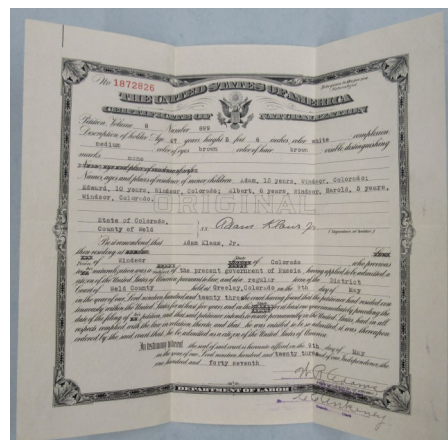
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Potential Acquisition No.
2023-007

Description and Provenance of Object (s):

Bible, printed in German, brought to U.S. from Russia. Bible belonged to Harold and Katie Klaus of Windsor, Colorado. Archival materials include naturalization certificates and obituary information.



Source: ☒ Donation ☐ Staff Acquired ☐ Transfer / Exchange ☐ Purchase

Criteria for Acceptance:

- ☒ Aligns with Museum's Mission and collections objectives
- ☒ Good physical condition
- ☒ Proper care can be given, i.e. conservation, preservation, storage, exhibition
- ☒ Fills a gap in the collection
- ☒ Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 08-28-2023

Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

☐ Accept into Museum's Permanent Collection ☐ Decline

Date: _____

Town Board

☐ Accept into Museum's Permanent Collection ☐ Decline

Date: _____

Potential Acquisition Form

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Potential Acquisition No.
2023-008

Description and Provenance of Object (s):

Section of overhang from German façade from 428 Main Street during façade improvement in 2022.



Source: ☐ Donation ☒ Staff Acquired ☐ Transfer / Exchange ☐ Purchase

Criteria for Acceptance:

☒ Aligns with Museum's Mission and collections objectives

☒ Good physical condition

☒ Proper care can be given, i.e. conservation, preservation, storage, exhibition

☒ Fills a gap in the collection

☒ Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 08-28-2023

Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____

Town Board

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____



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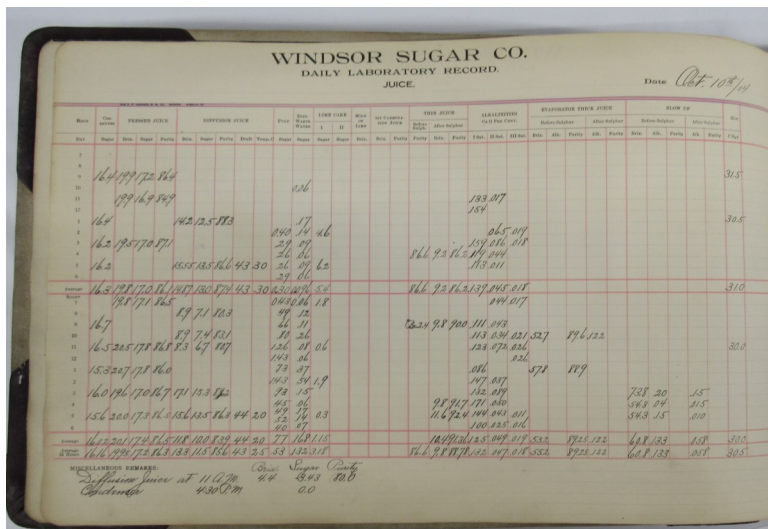
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Potential Acquisition No.
2023-009

Description and Provenance of Object (s):

Ledger, Windsor Sugar Factory Lab Reports, 1904-1906.



Source: ☐ Donation ☐ Staff Acquired ☒ Transfer / Exchange ☐ Purchase

Criteria for Acceptance:

☒ Aligns with Museum's Mission and collections objectives

☒ Good physical condition

☒ Proper care can be given, i.e. conservation, preservation, storage, exhibition

☒ Fills a gap in the collection

☒ Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 08-28-2023

Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____

Town Board

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____



Town of Windsor
Department of Parks, Recreation, and Culture
Culture Division

Potential Acquisition Final Approval

Final approval for objects presented herein as suggested by Town of Windsor Museums staff, Parks, Recreation and Culture Advisory Board, and Town Board.

Potential Acquisition No.

- 2023-005
- 2023-006
- 2023-007
- 2023-008
- 2023-009

Mayor, Town of Windsor

Date:

Deputy Director of Parks, Recreation, and Culture Department

Date: